

# **Project Delivery Steering Committee and Project Finance Sub-Committee**

## **1. PURPOSE AND SCOPE**

This policy will establish the DOTD Project Delivery Steering Committee (PDSC) and the Project Finance Subcommittee (PFC), which will be standing committees. The purpose of the PDSC is to advise and make policy recommendations to the DOTD Secretary on all aspects of program and project delivery, capital outlay finance and budget, including annual program budget partitions, revenue projections, revenue enhancements, innovative financing alternatives, means and impacts of funding major projects, and both short term and long range fiscal planning for programs.

## **2. PROJECT DELIVERY STEERING COMMITTEE RESPONSIBILITIES**

The charge of the PDSC is to provide DOTD with an executive level integrated Capital Outlay Management and Decision Support Structure for program and project management that will facilitate control of scope, schedule, and budget. DOTD's program and project finance system will fulfill this objective by facilitating or providing the following:

- Approval of the DOTD Priority and Capital Outlay Programs.
- Establishment of DOTD budget partitions.
- Oversight and review of capital outlay funding sources including federal, state, bonds, tolls, and others.
- Oversight and review of the timing of expenditures and revenues to control cash flow requirements.
- Review of significant project changes and the reasons for them that affect an approved program.
- Review of program level financial and schedule information.
- Establish and monitor project delivery goals, objectives, and performance measures for the Department.
- Establish policies and procedures supporting the project delivery process.
- Oversight and review of project level scope decisions that affect or establish departmental policy.
- Approval of innovative finance initiatives.

## **3. PROJECT DELIVERY STEERING COMMITTEE MEMBERSHIP**

The Undersecretary, Office of Management and Finance, shall chair the PDSC which will be comprised of the following voting members:

Deputy Secretary

Undersecretary

Assistant Secretary for Planning and Programming

Chief Engineer

Assistant Secretary for Operations

Assistant Secretary for Public Works, Hurricane Flood Protection and  
Intermodal Transportation

In the event that a voting member is unable to attend a PDSC meeting, that member may assign a proxy empowered to act on their behalf for that meeting.

#### 4. PROJECT FINANCE SUBCOMMITTEE RESPONSIBILITIES

The Project Finance Subcommittee (PFC) is created within the PDSC. The PFC provides summarized financial departmental and program reports, and provides guidance and direction for the capital outlay program.

The subcommittee is the focal point for managing funds into, and projects out of, the highway capital program. The PFC will be the working group that supports the PDSC and will:

- Recommend fiscally constrained DOTD Priority and Capital Outlay Programs within PDSC established budget partitions.
- Coordinates and reports on capital outlay funding sources including federal, state, bonds, tolls, and others.
- Coordinates and reports on the timing of expenditures and revenues to control cash flow requirements.
- Reports on significant program and project changes and the reasons for them that affect an approved program.
- Report on program level financial and schedule information.
- Review and provide recommendations of project level scope decisions that affect or establish departmental policy.
- Recommend innovative finance initiatives.
- As assigned by the PDSC, research and advise on the program and financial impacts of non-programmed initiatives.

The PFC will be supported by the Manager of Reporting and Analysis, who is responsible for the compilation of financial reports used by the subcommittee. All management reports flow upward through the manager. All executive requests for ad hoc reports flow downward through the manager. The manager develops the agenda for committee meetings and educates executive management about all aspects of project funding and financing.

#### 5. PROJECT FINANCE SUBCOMMITTEE MEMBERSHIP

The subcommittee will be comprised of the following voting members:

Deputy Undersecretary (Chair)

Administrator, Transportation Planning Section

Director of Project Development

Financial Services Administrator

Budget Administrator

Project Finance Section Head

Contract Services Administrator

#### 6. MEETINGS

The PDSC shall typically meet each month. Additional or fewer meetings shall be held at the discretion of the Chairman. The PFC will typically meet a few days prior to the PDSC meeting. An agenda for each meeting will be prepared by the Manager of Reporting and Analysis and delivered to the members of the committee at least 2 working days prior to each meeting. The Committees may also invite additional staff to present information pertaining to individual agenda items on an as-needed basis.

#### 7. DOCUMENTATION

The proceedings of each PDSC and PFC meeting will be duly recorded by the Manager of Reporting and Analysis or his/her designee and copies distributed to each committee member. A specific recommendation memorandum from the PDSC will be prepared and submitted to the Secretary for approval.